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SALARY INFORMATION FOR WORD PROCESSING PERSONNEL UNITED STATES CANADA 1980

- 15 word processing positions
- 25,002 employees
- 2,137 companies

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Survey Results:
Total Canada 9
Montreal 10
Ottawa 11
Toronto 12
Total United States 13

U.S. Zip Code Regions:
0 - Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island 14
1 - Pennsylvania, New York, Delaware 17
2 - Washington DC, North Carolina, South Carolina, Virginia, West Virginia, Maryland 21
3 - Tennessee, Mississippi, Alabama, Georgia, Florida 24
4 - Michigan, Indiana, Ohio, Kentucky 26
5 - Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota 29
6 - Illinois, Nebraska, Kansas, Missouri 31
7 - Arkansas, Texas, Oklahoma, Louisiana 35
8 - Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona 39
9 - California, Washington, Oregon, Hawaii 41

U.S. Metropolitan Areas:
Atlanta 25
Baltimore 22
Boston 15
Chicago 32
Cleveland 27
Dallas 36
Denver 40
Ft. Worth 37
Houston 38
Indianapolis 28
Lincoln 33
Los Angeles 42
Minneapolis 30
New Jersey 16
New York City 18
Oakland 43
Omaha 33
Philadelphia 19
Pittsburgh 20
Portland 44
San Francisco 43
St. Louis 34
St. Paul 30
Washington DC 23

U.S. Industries:

Aerospace 45
Association 66
Banking/Credit Agencies 57
Chemical/Allied Products 46
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Federal Government 59
Food/Tobacco 47
Information Management 71
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Petroleum/Coal/Rubber 50
Primary/Fabricated Metal 51
Printing/Publishing 52
Public Utilities 68
Research/Engineering 70
Retail/Wholesale/Import/Export 69
State Government 60
Textile/Apparel 53
Transportation 54

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Federal Government 75
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Other Non-Manufacturing 80
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INTRODUCTION

IWP's *Sixth Salary Survey Results* reports average, high and low weekly salary figures effective April 11, 1980 for 15 of the most widely accepted word processing positions. As expected, the number of participants has grown since last year's survey results. This year, a total of 2,137 companies and 25,002 employees from the United States and Canada are included in the salary listings. (See the Data Base section for a complete description of data breakdown.)

Though personnel classification depends greatly upon an individual organization's requirements, IWP has established these general position descriptions to serve as guidelines throughout the industry. The job titles and descriptions included in the survey are based on a study conducted by IWP's Salary Survey Task Force, appointed by the Executive Board. To ensure accurate representation of this rapidly changing industry, IWP will continually evaluate job titles and industry codes.

The International Word Processing Association would like to thank all those who participated in this Sixth Salary Survey. With your consistent support, this survey report will become more comprehensive and useful every year.

USE OF THE SURVEY

Considerable judgment is recommended when you compare the positions and salaries in this survey with your own company's. Review each job description — don't be guided by job titles alone! The figures are an excellent general guide for salary administration, but must be used in conjunction with other factors such as individual performance, length of employment, productivity, and general deportment.

The data tables found in this report can be used for:

- Comparing a company's word processing salary policy with the practices in a particular industry, metropolitan area or zip code region.
- Checking a company's job descriptions and ranking in comparison to the survey data.
- Evaluating the usefulness of "going rates" as a basis in establishing salary ranges in a job evaluation plan.

Figures for positions for which there are less than six companies reported (marked with asterisks) are subject to interpretation and, therefore, should be used with caution.

These Salary Survey results are an accurate compilation of salaries reported for specific jobs described in our questionnaire (a copy of which is reprinted on page seven). Because of the confidential nature of the survey, information from individual organizations is not available.

DATA BASE

Included in this report are salary tables for the United States and Canada. Data for the U.S. is listed overall and broken down into 10 zip code regions, 21 metropolitan areas and 29 industries.

The industry code list was revised this year to include four new industries reflective of the word processing industry's growth. The new industry listings include Information Systems/Products Manufacturing/Sales, Research/Engineering, Information Management, and Information Service Bureau. Also, the industry code Wood Furniture/Fixtures from the 1979 survey was excluded from the 1980 questionnaire. Respondents were asked to check the appropriate code from the following industry listing which appeared in the survey.

01 Aerospace Industry
02 Chemical/Allied Products
03 Food/Tobacco
04 Instruments
05 Machinery
06 Paper/Paper Products
07 Petroleum/Coal/Rubber
08 Primary/Fabricated Metal
09 Printing/Publishing
10 Textile/Apparel
11 Transportation
12 Information Systems/ Products Manufacturing/Sales
13 Other Manufacturing
14 Agriculture/Forestry
15 Banking/Credit Agencies
16 Education
17 Federal Government
18 State/Provincial Government
19 Local Government
20 Insurance
21 Investment
22 Construction
23 Legal Services
24 Medical Care
25 Association
26 Other Professional Services
27 Public Utilities
28 Retail/Wholesale/ Import/Export
29 Research/Engineering
30 Information Management
31 Information Service Bureau
32 Other Non-Manufacturing

Industry codes 04 (Instruments), 14 (Agriculture/Forestry) and 22 (Construction) were excluded from the U.S. tables since sufficient data was not reported. The Canadian section includes total Canada and three metropolitan areas — Montreal, Ottawa and Toronto. This year, data from seven industries in Canada with eight or more companies responding was significant enough to be reported. The industries include: Petroleum/Coal/Rubber, Federal Government, Insurance, Other Professional Services, Research/Engineering, Information Service Bureau, and Other Non-Manufacturing. **The reports for Canada's industries begin on page 74.**

Figures for the total 2,137 companies and 25,002 employees in the United States and Canada are not combined since the difference in the economies and exchange rates would distort the data. In the United States, a total of 1,970 companies contributed salary figures for 23,119 employees. In Canada, 167 companies and 1,883 employees are represented.

You will find that there are 32 levels of salary ranges. The categories from $105 to $149 are $4 increments, from $150 to $199, $9 increments, from $200 to $499, $24 increments, from $500 to $600, $50 increments, from $600 to $800, $100 increments, and the last category is defined as $1001 and over. The midpoint in each range was used in tabulating the data. For example, for every employee reported in the $105-$109 range, $107 was the figure used for tabulation. Equally, $212 was used in the $200-$224 range and $650 was used in the $600-$700 range.

Respondents were instructed to include only that bonus pay and extra compensation which is paid regularly, to omit overtime pay and not to report part-time employees. Also, respondents were asked to indicate the number of hours in their work week. The average work week is reported for each table. The salary data is not adjusted to the average work week, but is tabulated as reported.

JOB TITLES AND DESCRIPTIONS FOR WORD PROCESSING PERSONNEL

NOTE: All positions are non-exempt (hourly wage) except where noted.

A. WORD PROCESSING TRAINEE

Entry level position for those having 0-12 months word processing experience. Must have adequate typing skills, good knowledge of grammar, punctuation, spelling and formatting, the ability to use dictionaries, handbooks and other reference materials, and be oriented toward teamwork and the use of machines. A trainee's functions include routine transcription and manipulation of text from various types of source information (dictation, handwritten, etc.). Maintains own production records, and may be required to proofread own work.

B. WORD PROCESSING OPERATOR

The next level up from WP Trainee for those having 6-24 months word processing experience. In addition to having all the qualifications and functions of position A, a word processing operator handles special documents, meets established quality standards, uses all of a machine's text editing functions and is familiar with department terminology and company practices.

C. WORD PROCESSING SPECIALIST I

A word processing operator with a minimum of 18 months experience who can format, produce and revise complicated documents, such as lengthy technical and statistical reports, from complex source information, including the retrieval of text and data from electronic files. Exercises independent action when interpreting instructions to produce a quality document, understands proofreader marks, and assumes full responsibility for document accuracy and completeness. Has a thorough knowledge of center procedures and maintenance of records. May operate word processing equipment in the telecommunications mode.

D. WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR

A person at this level exercises all of the competencies of position C and may act as assistant supervisor. A Word Processing Specialist II is able to operate all the information processing equipment within the installation. Responsibilities include coordinating and assigning work, analyzing requirements for specific projects, communicating with users, compiling production statistics and recommending changes in center procedures. May also assist in training personnel.

E. PHOTOTYPESETTING SPECIALIST

A word processing operator who enters special codes while keyboarding and revising text that is to be output on a photocomposition system. Has knowledge of points, picas, typefaces, leading, format requirements, production techniques, and other aspects of typesetting and printing.

F. WORD PROCESSING TRAINER

Someone with a minimum of 24 months experience operating word processing systems who spends the majority of time training new operators. May also be responsible for instructing users in dictation methods and other procedures to insure maximum utilization of a wp center. Should make recommendations to management concerning new equipment purchases from the standpoint of ease of use.

G. PROOFREADER

Proofreads typed copy for text content, spelling, punctuation, grammar, and typographical errors. May be responsible for setting grammar and format standards, guidance and/or training of secretaries and principals.

H. WORD PROCESSING SUPERVISOR

With all the competencies of a word processing specialist II, a supervisor is responsible for the operation of a center (or section within a large center). Schedules and coordinates work flow, assists word processing personnel in document production and in establishing and maintaining quality standards. Also analyzes production data and procedures, identifies potential improvements and may be responsible partially for budgets and equipment recommendations. Reports to word processing manager.

I. WORD PROCESSING MANAGER

Exempt (salaried). Responsible for the overall operation of a word processing center, including the guidance of supervisors, personnel administration, staff requirements, user liaison, and evaluation, design and implementation of future wp systems. Also is responsible for budgets, overall production reports, and coordination of services with administrative support. May also manage the operation of photocopying, printing, mailing or graphics services. In larger organizations, the word processing manager reports to Director of Information Support Systems.

AA. ADMINISTRATIVE SECRETARY

Someone who works for a group of principals as part of a team under the direction of an administrative support supervisor or manager. Responsibilities include such support functions as filing, photocopying, maintaining calendars, records and lists, and providing special secretarial services, etc.

BB. SENIOR ADMINISTRATIVE SECRETARY

Has a record of exceptional performance. At times may act as assistant to supervisor of an administrative team, and is qualified to compose and edit documents for principals, provide research support and perform other para-professional duties. Handles special projects and is fully aware of company standards and practices.

CC. ADMINISTRATIVE SUPPORT SUPERVISOR

May have the responsibilities of position BB in addition to scheduling and administering work flow to a team of administrative secretaries. Responsible for liaison with and training of users who benefit from administrative support. Evaluates staffing requirements, prepares management reports, recommends new methods of handling administrative secretaries. Reports to Administrative Support Manager.

DD. ADMINISTRATIVE SUPPORT MANAGER

Exempt (salaried). Has full responsibility for developing, maintaining and evaluating all services under administrative support within an organization, such as filing, telephone, mail and para-professional support. Monitors the success of the administrative support group and is familiar with the company's goals and objectives. Works closely with the word processing manager to ensure cooperation of the two functions. May manage other major administrative duties such as records and retention, microfilm, print shop, purchasing, etc. Reports to Director of Information Support Systems (in large organizations).

EE. STAFF ANALYST

Exempt (salaried). Responsible for consulting and assisting word processing and administrative support supervisors and managers. Conducts studies, reviews operations and determines and recommends appropriate staffing, procedures and equipment. Reports to Director of Information Support Systems or Word Processing Manager or Administrative Support Manager.

J. DIRECTOR OF INFORMATION SUPPORT SYSTEMS

Exempt (salaried). May be Vice President or Assistant to Vice President in some organizations. **Has total responsibility for all aspects of an organization's office system, including word processing, administrative support and other information processing functions.** Ensures the collaboration of all support functions. Reports to a chief executive officer.

Please Report Weekly Salary Rates	Word Processing Trainee	Word Processing Operator	Word Processing Specialist I	Word Processing Specialist II/Assistant Supervisor	Phototypesetting Specialist	Word Processing Trainer	Proofreader	Word Processing Supervisor	Word Processing Manager	Administrative Secretary	Senior Administrative Secretary	Administrative Support Supervisor	Administrative Support Manager	Staff Analyst	Director of Information Support Systems	TOTAL EMPLOYEES REPORTED
	A	B	C	D	E	F	G	H	I	AA	BB	CC	DD	EE	J	
105-109																
110-114																
115-119																
120-124																
125-129																
130-134																
135-139																
140-144																
145-149																
150-159																
160-169																
170-179																
180-189																
190-199																
200-224																
225-249																
250-274																
275-299																
300-324																
325-349																
350-374																
375-399																
400-424																
425-449																
450-474																
475-499																
500-550																
551-600																
601-700																
701-800																
801-1000																
1001 & over																
EMPLOYEES TOTAL																

SAMPLE

ADD TOTALS HORIZONTALLY AND VERTICALLY

Number hours in average work week_____

U.S. ZIP CODE REGIONS
U.S. AND CANADIAN METROPOLITAN AREAS

TOTAL CANADA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	66	179	205.93	262.00	107.00
B	WORD PROCESSING OPERATOR	125	728	236.80	362.00	165.00
C	WORD PROCESSING SPECIALIST I	82	316	259.01	387.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	49	93	278.94	387.00	212.00
E	PHOTOTYPESETTING SPECIALIST	13	42	249.69	312.00	195.00
F	WORD PROCESSING TRAINER	11	15	303.53	387.00	185.00
G	PROOFREADER	18	44	224.39	312.00	147.00
H	WORD PROCESSING SUPERVISOR	81	105	324.74	525.00	212.00
I	WORD PROCESSING MANAGER	53	55	407.75	575.00	287.00
AA	ADMINISTRATIVE SECRETARY	26	130	241.00	337.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	65	293.15	387.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	17	41	334.90	750.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	14	494.36	900.00	262.00
EE	STAFF ANALYST	16	34	518.56	750.00	287.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	21	22	675.68	1,001.00	437.00
	AVERAGE HRS/WK	36.6				
	COMPANIES RESPONDING	167				

* Small samples produce less significant data.

MONTREAL

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	9	13	196.92	262.00	165.00
B	WORD PROCESSING OPERATOR	23	139	277.33	337.00	195.00
C	WORD PROCESSING SPECIALIST I	16	32	244.03	337.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	7	254.86	312.00	237.00
E	PHOTOTYPESETTING SPECIALIST	2*	7	279.86	312.00	237.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	3*	11	199.55	262.00	147.00
H	WORD PROCESSING SUPERVISOR	13	14	338.79	437.00	262.00
I	WORD PROCESSING MANAGER	5*	5	407.00	437.00	387.00
AA	ADMINISTRATIVE SECRETARY	1*	3	195.00	195.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	337.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	3	345.33	412.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	587.50	650.00	525.00
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	3*	3	758.67	1,001.00	525.00
	AVERAGE HRS/WK	35.7				
	COMPANIES RESPONDING	25				

* Small samples produce less significant data.

OTTAWA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	5*	6	177.83	212.00	165.00
B	WORD PROCESSING OPERATOR	10	30	220.20	262.00	165.00
C	WORD PROCESSING SPECIALIST I	6	91	258.24	337.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	21	300.10	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	4*	22	236.23	262.00	195.00
F	WORD PROCESSING TRAINER	4*	5	286.60	387.00	185.00
G	PROOFREADER	4*	10	242.80	287.00	195.00
H	WORD PROCESSING SUPERVISOR	8	20	319.50	337.00	237.00
I	WORD PROCESSING MANAGER	6	6	430.83	575.00	337.00
AA	ADMINISTRATIVE SECRETARY	3*	4	203.50	262.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	5*	21	556.48	750.00	387.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	3*	4	690.75	1,001.00	462.00
	AVERAGE HRS/WK	37.6				
	COMPANIES RESPONDING	15				

* Small samples produce less significant data.

TORONTO

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	29	50	198.26	262.00	147.00
B	WORD PROCESSING OPERATOR	47	408	222.66	337.00	175.00
C	WORD PROCESSING SPECIALIST I	33	96	254.97	387.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	24	37	280.24	337.00	212.00
E	PHOTOTYPESETTING SPECIALIST	5*	7	262.00	312.00	212.00
F	WORD PROCESSING TRAINER	3*	3	320.33	362.00	262.00
G	PROOFREADER	6	17	218.35	262.00	195.00
H	WORD PROCESSING SUPERVISOR	34	41	315.66	487.00	212.00
I	WORD PROCESSING MANAGER	24	24	409.46	575.00	287.00
AA	ADMINISTRATIVE SECRETARY	9	55	243.93	312.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	35	273.43	387.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	25	304.00	362.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	7	404.86	487.00	262.00
EE	STAFF ANALYST	5*	5	444.60	525.00	387.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	7	7	662.71	1,001.00	437.00
	AVERAGE HRS/WK	36.5				
	COMPANIES RESPONDING	59				

* Small samples produce less significant data.

TOTAL UNITED STATES

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	814	2,221	183.68	262.00	107.00
B	WORD PROCESSING OPERATOR	1,240	5,179	218.92	412.00	112.00
C	WORD PROCESSING SPECIALIST I	1,098	4,158	238.99	437.00	127.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	831	1,414	260.70	525.00	155.00
E	PHOTOTYPESETTING SPECIALIST	179	615	240.20	462.00	137.00
F	WORD PROCESSING TRAINER	118	170	287.41	1,001.00	122.00
G	PROOFREADER	271	563	230.51	462.00	122.00
H	WORD PROCESSING SUPERVISOR	984	1,399	309.79	650.00	155.00
I	WORD PROCESSING MANAGER	691	746	373.07	575.00	155.00
AA	ADMINISTRATIVE SECRETARY	329	3,606	243.65	412.00	122.00
BB	SENIOR ADMINISTRATIVE SECRETARY	227	1,975	291.18	1,001.00	147.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	105	302	325.06	1,001.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	174	203	441.54	1,001.00	262.00
EE	STAFF ANALYST	153	322	413.84	1,001.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	239	246	579.40	1,001.00	237.00
	AVERAGE HRS/WK	38.9				
	COMPANIES RESPONDING	1,970				

* Small samples produce less significant data.

ZIP CODE REGION O

Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	89	253	187.82	262.00	112.00
B	WORD PROCESSING OPERATOR	134	545	216.68	387.00	122.00
C	WORD PROCESSING SPECIALIST I	94	306	227.04	362.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	75	118	246.27	412.00	165.00
E	PHOTOTYPESETTING SPECIALIST	15	35	244.91	412.00	175.00
F	WORD PROCESSING TRAINER	10	15	272.40	462.00	185.00
G	PROOFREADER	22	42	231.07	362.00	132.00
H	WORD PROCESSING SUPERVISOR	84	114	306.26	650.00	195.00
I	WORD PROCESSING MANAGER	72	74	403.99	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	30	353	215.45	312.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	20	237	258.94	487.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	13	39	322.59	525.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	14	14	450.57	650.00	312.00
EE	STAFF ANALYST	14	30	357.03	650.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	31	31	544.97	1,001.00	262.00
	AVERAGE HRS/WK	38.1				
	COMPANIES RESPONDING	193				

* Small samples produce less significant data.

BOSTON
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	14	28	189.89	212.00	155.00
B	WORD PROCESSING OPERATOR	19	104	225.53	287.00	122.00
C	WORD PROCESSING SPECIALIST I	11	26	249.46	312.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	15	234.20	312.00	195.00
E	PHOTOTYPESETTING SPECIALIST	2*	4	236.50	312.00	185.00
F	WORD PROCESSING TRAINER	3*	3	237.00	262.00	212.00
G	PROOFREADER	4*	8	216.13	312.00	132.00
H	WORD PROCESSING SUPERVISOR	12	13	304.31	412.00	212.00
I	WORD PROCESSING MANAGER	7	7	340.57	412.00	287.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	4*	9	364.78	462.00	312.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	6	6	539.33	900.00	387.00
	AVERAGE HRS/WK	37.5				
	COMPANIES RESPONDING	26				

* Small samples produce less significant data.

TOTAL NEW JERSEY
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	29	124	190.63	262.00	132.00
B	WORD PROCESSING OPERATOR	48	191	209.41	337.00	147.00
C	WORD PROCESSING SPECIALIST I	38	114	229.62	362.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	28	50	250.12	412.00	185.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	253.67	262.00	237.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	6	9	220.56	287.00	165.00
H	WORD PROCESSING SUPERVISOR	36	51	315.92	462.00	212.00
I	WORD PROCESSING MANAGER	26	26	448.73	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	16	230	215.62	287.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	92	255.63	362.00	185.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	20	331.40	525.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	410.29	575.00	312.00
EE	STAFF ANALYST	4*	13	342.77	412.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	7	7	641.00	900.00	287.00
	AVERAGE HRS/WK	37.9				
	COMPANIES RESPONDING	72				

* Small samples produce less significant data.

ZIP CODE REGION 1
(Pennsylvania, New York, Delaware)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	109	341	176.86	237.00	107.00
B	WORD PROCESSING OPERATOR	177	784	210.15	312.00	112.00
C	WORD PROCESSING SPECIALIST I	139	534	235.05	437.00	142.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	102	166	257.74	412.00	165.00
E	PHOTOTYPESETTING SPECIALIST	20	288	224.67	412.00	147.00
F	WORD PROCESSING TRAINER	18	37	270.32	412.00	195.00
G	PROOFREADER	41	94	208.23	362.00	142.00
H	WORD PROCESSING SUPERVISOR	134	188	310.45	575.00	175.00
I	WORD PROCESSING MANAGER	88	102	390.77	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	47	608	216.26	387.00	137.00
BB	SENIOR ADMINISTRATIVE SECRETARY	31	402	264.97	525.00	185.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	16	45	310.33	437.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	27	36	458.69	1.001.00	287.00
EE	STAFF ANALYST	28	34	403.65	650.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	33	34	634.88	1.001.00	237.00
	AVERAGE HRS/WK	37.6				
	COMPANIES RESPONDING	256				

* Small samples produce less significant data.

NEW YORK CITY
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	26	157	176.08	237.00	142.00
B	WORD PROCESSING OPERATOR	52	293	210.74	312.00	165.00
C	WORD PROCESSING SPECIALIST I	42	232	252.20	437.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	35	63	287.00	387.00	212.00
E	PHOTOTYPESETTING SPECIALIST	8	18	302.28	412.00	212.00
F	WORD PROCESSING TRAINER	9	12	324.50	412.00	212.00
G	PROOFREADER	17	45	204.22	287.00	155.00
H	WORD PROCESSING SUPERVISOR	37	61	331.90	575.00	237.00
I	WORD PROCESSING MANAGER	34	44	433.16	575.00	312.00
AA	ADMINISTRATIVE SECRETARY	15	310	219.50	337.00	142.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	221	274.13	525.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	20	280.75	387.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	9	17	458.47	750.00	337.00
EE	STAFF ANALYST	12	14	372.79	575.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	11	11	774.09	1,001.00	337.00
	AVERAGE HRS/WK	35.9				
	COMPANIES RESPONDING	69				

* Small samples produce less significant data.

PHILADELPHIA
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	15	35	160.49	212.00	127.00
B	WORD PROCESSING OPERATOR	27	179	221.21	312.00	137.00
C	WORD PROCESSING SPECIALIST I	22	79	214.49	412.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	37	232.57	312.00	175.00
E	PHOTOTYPESETTING SPECIALIST	2*	245	218.12	287.00	212.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	8	20	214.85	287.00	142.00
H	WORD PROCESSING SUPERVISOR	24	43	313.74	437.00	212.00
I	WORD PROCESSING MANAGER	16	19	356.11	525.00	212.00
AA	ADMINISTRATIVE SECRETARY	7	146	218.49	387.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	119	254.86	412.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	15	358.67	412.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	5	399.60	525.00	287.00
EE	STAFF ANALYST	3*	6	435.00	525.00	387.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	7	8	588.88	900.00	412.00
	AVERAGE HRS/WK	37.3				
	COMPANIES RESPONDING	34				

* Small samples produce less significant data.

PITTSBURGH
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	19	30	181.67	237.00	155.00
B	WORD PROCESSING OPERATOR	24	75	203.80	287.00	142.00
C	WORD PROCESSING SPECIALIST I	16	35	225.86	337.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	14	255.43	312.00	195.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	237.00	262.00	212.00
F	WORD PROCESSING TRAINER	2*	3	270.33	287.00	237.00
G	PROOFREADER	5*	9	185.78	195.00	142.00
H	WORD PROCESSING SUPERVISOR	20	23	341.91	525.00	212.00
I	WORD PROCESSING MANAGER	5*	5	392.20	525.00	212.00
AA	ADMINISTRATIVE SECRETARY	4*	8	216.13	387.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	237.00	262.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	———	———	———
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	387.00	487.00	337.00
EE	STAFF ANALYST	2*	2	431.00	575.00	287.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	3*	3	424.67	750.00	237.00
	AVERAGE HRS/WK	38.7				
	COMPANIES RESPONDING	32				

* Small samples produce less significant data.

ZIP CODE REGION 2

(Washington DC, North Carolina, South Carolina, Virginia, West Virginia, Maryland)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	67	167	172.69	262.00	117.00
B	WORD PROCESSING OPERATOR	105	449	204.06	337.00	132.00
C	WORD PROCESSING SPECIALIST I	101	349	228.05	437.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	72	137	244.15	437.00	165.00
E	PHOTOTYPESETTING SPECIALIST	9	19	233.42	312.00	175.00
F	WORD PROCESSING TRAINER	6	9	278.67	362.00	237.00
G	PROOFREADER	22	38	240.18	462.00	147.00
H	WORD PROCESSING SUPERVISOR	91	131	304.70	575.00	165.00
I	WORD PROCESSING MANAGER	64	64	347.36	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	40	695	251.01	387.00	142.00
BB	SENIOR ADMINISTRATIVE SECRETARY	29	140	293.46	1,001.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	31	312.42	650.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	16	20	412.10	650.00	262.00
EE	STAFF ANALYST	15	42	423.43	650.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	28	31	574.77	900.00	287.00
	AVERAGE HRS/WK	38.8				
	COMPANIES RESPONDING	173				

* Small samples produce less significant data.

BALTIMORE
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	8	25	154.00	175.00	132.00
B	WORD PROCESSING OPERATOR	12	26	182.69	237.00	147.00
C	WORD PROCESSING SPECIALIST I	11	25	205.60	237.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	12	211.67	237.00	185.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	—	—	—	—	—
H	WORD PROCESSING SUPERVISOR	9	11	264.27	387.00	212.00
I	WORD PROCESSING MANAGER	6	6	324.50	437.00	237.00
AA	ADMINISTRATIVE SECRETARY	6	24	187.17	212.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	15	238.67	312.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	6	278.67	387.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	349.50	362.00	337.00
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	3*	3	570.67	750.00	437.00
	AVERAGE HRS/WK	37.9				
	COMPANIES RESPONDING	18				

* Small samples produce less significant data.

WASHINGTON DC
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	12	22	202.45	262.00	137.00
B	WORD PROCESSING OPERATOR	28	84	225.20	337.00	132.00
C	WORD PROCESSING SPECIALIST I	25	85	249.26	362.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	21	29	274.34	337.00	195.00
E	PHOTOTYPESETTING SPECIALIST	3*	8	227.13	262.00	175.00
F	WORD PROCESSING TRAINER	2*	2	299.50	362.00	237.00
G	PROOFREADER	10	18	240.00	312.00	185.00
H	WORD PROCESSING SUPERVISOR	23	28	321.39	575.00	237.00
I	WORD PROCESSING MANAGER	15	15	391.20	575.00	287.00
AA	ADMINISTRATIVE SECRETARY	8	27	276.19	387.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	22	536.91	1,001.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	6	376.67	650.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	481.00	650.00	312.00
EE	STAFF ANALYST	8	26	456.42	650.00	287.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	9	9	634.56	900.00	362.00
	AVERAGE HRS/WK	38.6				
	COMPANIES RESPONDING	41				

* Small samples produce less significant data.

ZIP CODE REGION 3
(Tennessee, Mississippi, Alabama, Georgia, Florida)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	67	138	172.79	262.00	132.00
B	WORD PROCESSING OPERATOR	98	375	188.67	287.00	137.00
C	WORD PROCESSING SPECIALIST I	93	293	206.92	362.00	132.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	68	98	232.08	412.00	155.00
E	PHOTOTYPESETTING SPECIALIST	12	15	195.93	262.00	147.00
F	WORD PROCESSING TRAINER	10	11	223.18	337.00	122.00
G	PROOFREADER	22	33	197.00	387.00	122.00
H	WORD PROCESSING SUPERVISOR	88	113	265.33	462.00	165.00
I	WORD PROCESSING MANAGER	46	47	325.74	575.00	155.00
AA	ADMINISTRATIVE SECRETARY	27	217	198.42	312.00	132.00
BB	SENIOR ADMINISTRATIVE SECRETARY	20	164	245.35	312.00	147.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	25	283.00	387.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	15	17	406.29	1,001.00	262.00
EE	STAFF ANALYST	15	16	385.50	525.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	25	25	548.92	1,001.00	237.00
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	171				

* Small samples produce less significant data.

ATLANTA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	12	29	199.59	262.00	165.00
B	WORD PROCESSING OPERATOR	20	50	209.00	262.00	142.00
C	WORD PROCESSING SPECIALIST I	18	37	242.62	362.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	17	273.76	412.00	212.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	3*	4	201.00	237.00	165.00
H	WORD PROCESSING SUPERVISOR	12	12	301.58	412.00	237.00
I	WORD PROCESSING MANAGER	8	8	359.00	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	7	40	216.38	312.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	60	209.33	312.00	147.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	10	269.50	337.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	5	307.00	412.00	262.00
EE	STAFF ANALYST	2*	2	506.00	525.00	487.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	6	6	579.00	900.00	387.00
	AVERAGE HRS/WK	38.8				
	COMPANIES RESPONDING	30				

* Small samples produce less significant data.

ZIP CODE REGION 4
(Michigan, Indiana, Ohio, Kentucky)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	81	288	180.21	262.00	127.00
B	WORD PROCESSING OPERATOR	114	481	207.90	362.00	122.00
C	WORD PROCESSING SPECIALIST I	111	642	224.43	437.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	88	156	261.94	487.00	165.00
E	PHOTOTYPESETTING SPECIALIST	18	39	243.74	362.00	137.00
F	WORD PROCESSING TRAINER	8	9	287.00	387.00	237.00
G	PROOFREADER	18	40	244.53	412.00	155.00
H	WORD PROCESSING SUPERVISOR	87	138	308.59	525.00	175.00
I	WORD PROCESSING MANAGER	67	70	359.49	575.00	195.00
AA	ADMINISTRATIVE SECRETARY	25	263	202.79	337.00	147.00
BB	SENIOR ADMINISTRATIVE SECRETARY	19	125	234.33	362.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	50	245.50	362.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	20	20	435.30	1,001.00	262.00
EE	STAFF ANALYST	17	29	454.38	750.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	19	19	528.05	900.00	262.00
	AVERAGE HRS/WK	39.1				
	COMPANIES RESPONDING	180				

* Small samples produce less significant data.

CLEVELAND
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	7	18	182.72	237.00	155.00
B	WORD PROCESSING OPERATOR	12	64	205.41	262.00	155.00
C	WORD PROCESSING SPECIALIST I	11	63	251.90	312.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	22	277.91	387.00	212.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	2*	2	237.00	262.00	212.00
H	WORD PROCESSING SUPERVISOR	8	12	320.33	412.00	262.00
I	WORD PROCESSING MANAGER	5*	5	419.60	525.00	362.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	481.00	525.00	437.00
EE	STAFF ANALYST	2*	4	421.50	525.00	337.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	—	—	—	—	—
	AVERAGE HRS/WK	38.7				
	COMPANIES RESPONDING	13				

* Small samples produce less significant data.

INDIANAPOLIS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	8	13	156.85	175.00	147.00
B	WORD PROCESSING OPERATOR	11	36	198.31	312.00	155.00
C	WORD PROCESSING SPECIALIST I	11	20	231.10	337.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	9	229.56	262.00	195.00
E	PHOTOTYPESETTING SPECIALIST	4*	7	247.86	362.00	165.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	3*	4	250.25	412.00	165.00
H	WORD PROCESSING SUPERVISOR	10	10	305.80	525.00	212.00
I	WORD PROCESSING MANAGER	5*	6	332.83	412.00	287.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	37	256.14	362.00	195.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	—	—	—	—	—
	AVERAGE HRS/WK	38.5				
	COMPANIES RESPONDING	20				

* Small samples produce less significant data.

ZIP CODE REGION 5

(Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	36	96	171.02	262.00	132.00
B	WORD PROCESSING OPERATOR	61	245	194.84	362.00	142.00
C	WORD PROCESSING SPECIALIST I	49	193	251.19	362.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	36	45	245.51	412.00	175.00
E	PHOTOTYPESETTING SPECIALIST	13	51	306.22	362.00	165.00
F	WORD PROCESSING TRAINER	5*	8	315.13	462.00	212.00
G	PROOFREADER	13	22	256.09	362.00	137.00
H	WORD PROCESSING SUPERVISOR	43	51	283.57	437.00	212.00
I	WORD PROCESSING MANAGER	31	35	362.71	487.00	262.00
AA	ADMINISTRATIVE SECRETARY	19	86	207.09	337.00	147.00
BB	SENIOR ADMINISTRATIVE SECRETARY	12	25	242.32	312.00	195.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	4	287.00	337.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	8	396.50	575.00	287.00
EE	STAFF ANALYST	3*	5	347.00	412.00	312.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	10	10	567.20	900.00	312.00
	AVERAGE HRS/WK	39.3				
	COMPANIES RESPONDING	87				

* Small samples produce less significant data.

MINNEAPOLIS/ST. PAUL
(zip code region 5)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	8	21	187.29	262.00	165.00
B	WORD PROCESSING OPERATOR	13	39	255.13	362.00	155.00
C	WORD PROCESSING SPECIALIST I	14	102	299.43	362.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	13	281.23	362.00	212.00
E	PHOTOTYPESETTING SPECIALIST	4*	39	336.36	362.00	237.00
F	WORD PROCESSING TRAINER	3*	6	341.17	462.00	237.00
G	PROOFREADER	4*	12	310.25	362.00	155.00
H	WORD PROCESSING SUPERVISOR	12	18	324.50	437.00	212.00
I	WORD PROCESSING MANAGER	6	10	379.50	437.00	262.00
AA	ADMINISTRATIVE SECRETARY	7	29	207.93	287.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	11	250.64	312.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	287.00	337.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	299.50	312.00	287.00
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	4*	4	618.50	900.00	337.00
	AVERAGE HRS/WK	39.2				
	COMPANIES RESPONDING	21				

* Small samples produce less significant data.

ZIP CODE REGION 6
(Illinois, Nebraska, Kansas, Missouri)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	89	250	183.97	262.00	107.00
B	WORD PROCESSING OPERATOR	130	622	211.30	387.00	142.00
C	WORD PROCESSING SPECIALIST I	126	469	242.89	387.00	137.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	107	194	243.87	462.00	155.00
E	PHOTOTYPESETTING SPECIALIST	25	48	234.02	362.00	165.00
F	WORD PROCESSING TRAINER	13	18	272.78	650.00	155.00
G	PROOFREADER	30	61	233.31	462.00	155.00
H	WORD PROCESSING SUPERVISOR	109	154	304.41	525.00	155.00
I	WORD PROCESSING MANAGER	85	92	365.52	575.00	195.00
AA	ADMINISTRATIVE SECRETARY	37	454	257.18	362.00	137.00
BB	SENIOR ADMINISTRATIVE SECRETARY	18	112	325.18	487.00	175.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	14	382.57	650.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	13	15	450.53	1,001.00	262.00
EE	STAFF ANALYST	10	20	371.40	525.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	14	14	620.43	1,001.00	337.00
	AVERAGE HRS/WK	39.2				
	COMPANIES RESPONDING	219				

* Small samples produce less significant data.

CHICAGO
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	24	77	191.06	237.00	107.00
B	WORD PROCESSING OPERATOR	34	209	232.01	362.00	155.00
C	WORD PROCESSING SPECIALIST I	28	207	274.87	387.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	26	53	285.74	412.00	195.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	299.50	312.00	287.00
F	WORD PROCESSING TRAINER	3*	7	254.86	287.00	212.00
G	PROOFREADER	8	19	298.74	437.00	185.00
H	WORD PROCESSING SUPERVISOR	26	49	339.04	487.00	237.00
I	WORD PROCESSING MANAGER	21	23	403.74	575.00	195.00
AA	ADMINISTRATIVE SECRETARY	11	58	273.17	362.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	25	298.00	437.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	433.00	650.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	570.67	750.00	387.00
EE	STAFF ANALYST	4*	12	364.08	437.00	312.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	5*	5	707.40	900.00	487.00
	AVERAGE HRS/WK	38.6				
	COMPANIES RESPONDING	44				

* Small samples produce less significant data.

OMAHA/LINCOLN
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	9	20	203.05	262.00	137.00
B	WORD PROCESSING OPERATOR	18	50	183.15	237.00	142.00
C	WORD PROCESSING SPECIALIST I	20	54	219.59	387.00	137.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	24	205.71	312.00	155.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	175.00	185.00	165.00
F	WORD PROCESSING TRAINER	5*	5	223.20	287.00	155.00
G	PROOFREADER	4*	7	203.86	387.00	165.00
H	WORD PROCESSING SUPERVISOR	21	27	291.15	525.00	155.00
I	WORD PROCESSING MANAGER	12	12	332.83	487.00	237.00
AA	ADMINISTRATIVE SECRETARY	4*	17	225.71	287.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	7	265.57	312.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	2*	2	437.00	462.00	412.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	2*	2	731.50	1,001.00	462.00
	AVERAGE HRS/WK	39.6				
	COMPANIES RESPONDING	40				

* Small samples produce less significant data.

ST. LOUIS
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	14	35	168.94	237.00	137.00
B	WORD PROCESSING OPERATOR	19	131	216.21	362.00	142.00
C	WORD PROCESSING SPECIALIST I	17	28	214.25	262.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	23	255.61	337.00	165.00
E	PHOTOTYPESETTING SPECIALIST	3*	7	194.71	212.00	165.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	4*	4	199.25	212.00	195.00
H	WORD PROCESSING SUPERVISOR	10	10	314.50	387.00	262.00
I	WORD PROCESSING MANAGER	14	14	354.86	462.00	262.00
AA	ADMINISTRATIVE SECRETARY	5*	302	268.51	362.00	137.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	61	358.72	387.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	387.00	437.00	337.00
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	—	—	—	—	—
	AVERAGE HRS/WK	38.9				
	COMPANIES RESPONDING	28				

* Small samples produce less significant data.

ZIP CODE REGION 7
(Arkansas, Texas, Oklahoma, Louisiana)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	73	174	184.75	262.00	107.00
B	WORD PROCESSING OPERATOR	115	553	274.03	412.00	117.00
C	WORD PROCESSING SPECIALIST I	92	381	284.46	437.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	71	125	305.25	525.00	185.00
E	PHOTOTYPESETTING SPECIALIST	15	33	272.91	462.00	142.00
F	WORD PROCESSING TRAINER	11	19	315.37	1,001.00	212.00
G	PROOFREADER	24	44	226.77	437.00	132.00
H	WORD PROCESSING SUPERVISOR	89	119	358.07	650.00	155.00
I	WORD PROCESSING MANAGER	66	67	372.10	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	22	225	301.25	387.00	147.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	236	380.49	900.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	17	445.24	1,001.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	16	17	404.00	650.00	312.00
EE	STAFF ANALYST	8	11	576.00	1,001.00	337.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	14	14	578.50	1,001.00	287.00
	AVERAGE HRS/WK	39.5				
	COMPANIES RESPONDING	179				

* Small samples produce less significant data.

DALLAS
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	21	41	183.71	262.00	117.00
B	WORD PROCESSING OPERATOR	34	76	210.08	312.00	142.00
C	WORD PROCESSING SPECIALIST I	34	70	223.83	337.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	21	29	242.45	287.00	195.00
E	PHOTOTYPESETTING SPECIALIST	5*	5	234.60	262.00	175.00
F	WORD PROCESSING TRAINER	2*	8	237.00	262.00	212.00
G	PROOFREADER	6	7	185.00	237.00	142.00
H	WORD PROCESSING SUPERVISOR	27	28	283.71	412.00	195.00
I	WORD PROCESSING MANAGER	17	17	363.47	487.00	287.00
AA	ADMINISTRATIVE SECRETARY	8	44	267.86	312.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	32	326.06	387.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	8	333.88	462.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	8	388.63	525.00	312.00
EE	STAFF ANALYST	2*	2	387.00	412.00	362.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	—	—	—	—	—
	AVERAGE HRS/WK	39.1				
	COMPANIES RESPONDING	54				

* Small samples produce less significant data.

FORT WORTH
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	6	15	162.80	195.00	142.00
B	WORD PROCESSING OPERATOR	10	32	195.69	337.00	155.00
C	WORD PROCESSING SPECIALIST I	5*	16	280.00	362.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	7	259.57	362.00	195.00
E	PHOTOTYPESETTING SPECIALIST	2*	5	357.00	387.00	237.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	2*	4	183.50	212.00	155.00
H	WORD PROCESSING SUPERVISOR	5*	5	238.60	262.00	195.00
I	WORD PROCESSING MANAGER	6	6	291.17	337.00	262.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	—	—	—	—	—
	AVERAGE HRS/WK	40.0				
	COMPANIES RESPONDING	11				

* Small samples produce less significant data.

HOUSTON
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	27	60	215.48	262.00	107.00
B	WORD PROCESSING OPERATOR	34	322	328.17	412.00	117.00
C	WORD PROCESSING SPECIALIST I	28	194	341.69	437.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	25	48	338.00	525.00	195.00
E	PHOTOTYPESETTING SPECIALIST	6	15	278.47	462.00	142.00
F	WORD PROCESSING TRAINER	5*	5	357.00	437.00	287.00
G	PROOFREADER	12	23	247.83	437.00	195.00
H	WORD PROCESSING SUPERVISOR	30	46	386.67	650.00	155.00
I	WORD PROCESSING MANAGER	25	26	414.46	575.00	312.00
AA	ADMINISTRATIVE SECRETARY	7	152	328.88	387.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	110	412.13	900.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	8	551.38	1,001.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	499.75	650.00	337.00
EE	STAFF ANALYST	4*	7	646.43	1,001.00	337.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	6	6	666.83	1,001.00	437.00
	AVERAGE HRS/WK	39.7				
	COMPANIES RESPONDING	52				

* Small samples produce less significant data.

ZIP CODE REGION 8
(Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	51	111	175.54	237.00	132.00
B	WORD PROCESSING OPERATOR	66	286	204.15	287.00	117.00
C	WORD PROCESSING SPECIALIST I	70	198	220.43	337.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	57	99	241.59	387.00	155.00
E	PHOTOTYPESETTING SPECIALIST	11	12	220.75	312.00	147.00
F	WORD PROCESSING TRAINER	10	11	261.82	337.00	185.00
G	PROOFREADER	18	42	191.71	362.00	147.00
H	WORD PROCESSING SUPERVISOR	58	76	286.79	487.00	175.00
I	WORD PROCESSING MANAGER	39	41	358.05	525.00	262.00
AA	ADMINISTRATIVE SECRETARY	17	98	246.22	312.00	137.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	45	266.71	337.00	185.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	10	340.80	575.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	362.00	487.00	262.00
EE	STAFF ANALYST	7	9	334.22	462.00	262.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	16	16	509.88	900.00	237.00
	AVERAGE HRS/WK	39.7				
	COMPANIES RESPONDING	114				

* Small samples produce less significant data.

DENVER
(zip code region 8)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	11	26	177.85	212.00	155.00
B	WORD PROCESSING OPERATOR	9	43	193.44	287.00	155.00
C	WORD PROCESSING SPECIALIST I	19	58	219.17	287.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	20	250.30	312.00	195.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	237.00	287.00	212.00
F	WORD PROCESSING TRAINER	4*	4	249.00	287.00	185.00
G	PROOFREADER	2*	4	206.75	362.00	155.00
H	WORD PROCESSING SUPERVISOR	13	16	307.31	362.00	237.00
I	WORD PROCESSING MANAGER	8	8	302.63	387.00	262.00
AA	ADMINISTRATIVE SECRETARY	3*	5	218.20	287.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	212.00	212.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	462.00	487.00	437.00
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	5*	5	467.20	900.00	237.00
	AVERAGE HRS/WK	39.7				
	COMPANIES RESPONDING	25				

* Small samples produce less significant data.

ZIP CODE REGION 9
(California, Washington, Oregon, Hawaii)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	152	399	202.27	262.00	122.00
B	WORD PROCESSING OPERATOR	236	824	236.94	387.00	127.00
C	WORD PROCESSING SPECIALIST I	223	788	252.27	387.00	127.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	155	274	287.14	487.00	185.00
E	PHOTOTYPESETTING SPECIALIST	40	74	253.36	412.00	155.00
F	WORD PROCESSING TRAINER	27	33	330.97	750.00	212.00
G	PROOFREADER	61	147	253.03	412.00	142.00
H	WORD PROCESSING SUPERVISOR	199	309	323.09	575.00	185.00
I	WORD PROCESSING MANAGER	132	152	386.97	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	65	607	285.21	412.00	122.00
BB	SENIOR ADMINISTRATIVE SECRETARY	53	488	311.41	1,001.00	175.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	28	67	374.72	1,001.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	40	51	477.41	750.00	312.00
EE	STAFF ANALYST	34	122	419.66	1,001.00	262.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	48	51	605.14	1,001.00	262.00
	AVERAGE HRS/WK	39.3				
	COMPANIES RESPONDING	396				

* Small samples produce less significant data.

LOS ANGELES
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	21	45	215.00	262.00	175.00
B	WORD PROCESSING OPERATOR	32	80	243.84	337.00	185.00
C	WORD PROCESSING SPECIALIST I	26	62	275.66	362.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	21	25	312.00	387.00	237.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	278.67	312.00	262.00
F	WORD PROCESSING TRAINER	4*	4	305.75	337.00	262.00
G	PROOFREADER	9	17	245.24	337.00	165.00
H	WORD PROCESSING SUPERVISOR	25	54	358.31	575.00	237.00
I	WORD PROCESSING MANAGER	14	14	418.36	575.00	312.00
AA	ADMINISTRATIVE SECRETARY	8	33	299.88	337.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	13	385.08	462.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	449.50	487.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	556.00	750.00	387.00
EE	STAFF ANALYST	3*	3	458.00	525.00	362.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	4*	4	625.00	1,001.00	462.00
	AVERAGE HRS/WK	38.8				
	COMPANIES RESPONDING	47				

* Small samples produce less significant data.

SAN FRANCISCO/OAKLAND
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	12	20	217.90	262.00	185.00
B	WORD PROCESSING OPERATOR	23	62	245.60	312.00	195.00
C	WORD PROCESSING SPECIALIST I	21	56	276.73	362.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	18	39	301.10	362.00	237.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	2*	3	312.00	337.00	287.00
G	PROOFREADER	10	20	244.90	262.00	195.00
H	WORD PROCESSING SUPERVISOR	21	29	342.17	412.00	262.00
I	WORD PROCESSING MANAGER	11	13	433.23	575.00	287.00
AA	ADMINISTRATIVE SECRETARY	4*	83	371.98	387.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	16	397.94	412.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	444.29	575.00	337.00
EE	STAFF ANALYST	5*	22	430.77	525.00	362.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	5*	6	383.00	525.00	262.00
	AVERAGE HRS/WK	38.2				
	COMPANIES RESPONDING	38				

* Small samples produce less significant data.

PORTLAND
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	16	27	177.74	212.00	132.00
B	WORD PROCESSING OPERATOR	18	35	205.37	262.00	165.00
C	WORD PROCESSING SPECIALIST I	18	44	223.14	287.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	11	250.64	287.00	212.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	2*	2	228.50	262.00	195.00
H	WORD PROCESSING SUPERVISOR	15	17	282.59	387.00	212.00
I	WORD PROCESSING MANAGER	10	10	304.50	412.00	237.00
AA	ADMINISTRATIVE SECRETARY	5*	37	193.78	262.00	122.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	26	224.15	525.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	2*	2	337.00	412.00	262.00
	AVERAGE HRS/WK	38.8				
	COMPANIES RESPONDING	24				

* Small samples produce less significant data.

AEROSPACE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	20	68	207.63	262.00	142.00
B	WORD PROCESSING OPERATOR	32	225	251.71	362.00	165.00
C	WORD PROCESSING SPECIALIST I	29	102	270.91	362.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	27	46	306.57	412.00	212.00
E	PHOTOTYPESETTING SPECIALIST	7	13	315.85	412.00	212.00
F	WORD PROCESSING TRAINER	6	7	294.14	337.00	237.00
G	PROOFREADER	6	25	273.00	412.00	212.00
H	WORD PROCESSING SUPERVISOR	23	31	361.61	525.00	237.00
I	WORD PROCESSING MANAGER	16	18	461.50	575.00	287.00
AA	ADMINISTRATIVE SECRETARY	6	382	261.20	362.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	251	331.31	387.00	185.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	7	9	510.89	750.00	312.00
EE	STAFF ANALYST	4*	4	553.00	650.00	462.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	5*	5	785.20	1,001.00	525.00
	AVERAGE HRS/WK	40.2				
	COMPANIES RESPONDING	45				

* Small samples produce less significant data.

CHEMICAL/ALLIED PRODUCTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	13	38	195.11	237.00	147.00
B	WORD PROCESSING OPERATOR	19	52	220.88	362.00	155.00
C	WORD PROCESSING SPECIALIST I	23	104	248.58	362.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	16	33	269.58	412.00	212.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	—	—	—	—	—
H	WORD PROCESSING SUPERVISOR	15	26	320.65	412.00	262.00
I	WORD PROCESSING MANAGER	16	16	426.94	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	5*	80	222.78	337.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	86	269.49	437.00	195.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	8	349.50	437.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	629.00	750.00	487.00
EE	STAFF ANALYST	2*	3	504.00	575.00	412.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	2*	2	875.50	1,001.00	750.00
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	33				

* Small samples produce less significant data.

FOOD/TOBACCO
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	6	11	205.64	237.00	175.00
B	WORD PROCESSING OPERATOR	18	70	214.84	287.00	155.00
C	WORD PROCESSING SPECIALIST I	21	57	228.07	287.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	22	257.82	337.00	195.00
E	PHOTOTYPESETTING SPECIALIST	7	9	246.22	312.00	195.00
F	WORD PROCESSING TRAINER	2*	2	337.00	337.00	337.00
G	PROOFREADER	5*	5	223.60	237.00	195.00
H	WORD PROCESSING SUPERVISOR	13	19	321.21	437.00	262.00
I	WORD PROCESSING MANAGER	12	13	402.46	525.00	212.00
AA	ADMINISTRATIVE SECRETARY	7	32	254.47	312.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	4	274.50	312.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	4*	4	421.50	575.00	312.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	4*	4	659.25	900.00	462.00
	AVERAGE HRS/WK	38.3				
	COMPANIES RESPONDING	31				

* Small samples produce less significant data.

MACHINERY
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	4*	4	172.50	185.00	155.00
B	WORD PROCESSING OPERATOR	8	15	211.40	337.00	112.00
C	WORD PROCESSING SPECIALIST I	7	45	253.71	362.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	6	313.33	487.00	195.00
E	PHOTOTYPESETTING SPECIALIST	2*	25	287.00	287.00	287.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	2*	6	249.17	262.00	185.00
H	WORD PROCESSING SUPERVISOR	3*	3	249.67	312.00	175.00
I	WORD PROCESSING MANAGER	3*	4	387.00	412.00	337.00
AA	ADMINISTRATIVE SECRETARY	3*	40	283.38	337.00	142.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	6	307.83	312.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST					
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	2*	2	593.50	750.00	437.00
	AVERAGE HRS/WK	40.2				
	COMPANIES RESPONDING	13				

* Small samples produce less significant data.

PAPER/PAPER PRODUCTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	4*	11	193.55	212.00	175.00
B	WORD PROCESSING OPERATOR	9	28	223.21	287.00	165.00
C	WORD PROCESSING SPECIALIST I	5*	35	237.60	312.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	18	257.83	312.00	212.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	2*	4	368.25	462.00	262.00
G	PROOFREADER	2*	2	299.50	337.00	262.00
H	WORD PROCESSING SUPERVISOR	4*	18	312.00	462.00	262.00
I	WORD PROCESSING MANAGER	6	7	387.00	462.00	312.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	—	—	—	—	—
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	9				

* Small samples produce less significant data.

PETROLEUM/COAL/RUBBER
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	19	56	194.91	262.00	132.00
B	WORD PROCESSING OPERATOR	29	322	325.47	412.00	155.00
C	WORD PROCESSING SPECIALIST I	25	251	332.13	437.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	24	57	337.70	525.00	212.00
E	PHOTOTYPESETTING SPECIALIST	3*	10	302.00	462.00	212.00
F	WORD PROCESSING TRAINER	3*	3	378.67	437.00	312.00
G	PROOFREADER	7	17	314.94	437.00	212.00
H	WORD PROCESSING SUPERVISOR	24	43	414.72	650.00	212.00
I	WORD PROCESSING MANAGER	11	11	423.45	575.00	362.00
AA	ADMINISTRATIVE SECRETARY	8	133	331.17	412.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	109	398.47	437.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	11	486.00	525.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	424.60	525.00	362.00
EE	STAFF ANALYST	5*	9	535.89	750.00	337.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	3*	3	842.33	1,001.00	525.00
	AVERAGE HRS/WK	39.4				
	COMPANIES RESPONDING	43				

* Small samples produce less significant data.

PRIMARY/FABRICATED METAL
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	—	—	—	—	—
B	WORD PROCESSING OPERATOR	4*	11	221.18	312.00	155.00
C	WORD PROCESSING SPECIALIST I	6	56	260.09	287.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	5	264.60	287.00	175.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	—	—	—	—	—
H	WORD PROCESSING SUPERVISOR	6	13	368.77	575.00	287.00
I	WORD PROCESSING MANAGER	2*	2	424.50	462.00	387.00
AA	ADMINISTRATIVE SECRETARY	3*	501	261.95	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	7	354.86	452.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	2*	2	750.00	750.00	750.00
	AVERAGE HRS/WK	39.3				
	COMPANIES RESPONDING	8				

* Small samples produce less significant data.

PRINTING/PUBLISHING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	9	14	188.57	212.00	147.00
B	WORD PROCESSING OPERATOR	19	37	202.27	262.00	165.00
C	WORD PROCESSING SPECIALIST I	10	46	186.46	237.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	8	252.75	412.00	175.00
E	PHOTOTYPESETTING SPECIALIST	10	46	289.85	412.00	185.00
F	WORD PROCESSING TRAINER	2*	2	224.50	237.00	212.00
G	PROOFREADER	5*	26	203.73	362.00	147.00
H	WORD PROCESSING SUPERVISOR	15	16	328.94	650.00	195.00
I	WORD PROCESSING MANAGER	9	9	359.22	462.00	262.00
AA	ADMINISTRATIVE SECRETARY	5*	8	271.38	312.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	___	___	_____	_____	_____
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	___	___	_____	_____	_____
DD	ADMINISTRATIVE SUPPORT MANAGER	___	___	_____	_____	_____
EE	STAFF ANALYST	___	___	_____	_____	_____
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	6	6	578.83	900.00	362.00
	AVERAGE HRS/WK	37.9				
	COMPANIES RESPONDING	29				

* Small samples produce less significant data.

TEXTILE/APPAREL
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	5*	17	182.94	212.00	132.00
B	WORD PROCESSING OPERATOR	7	26	273.00	362.00	165.00
C	WORD PROCESSING SPECIALIST I	7	14	252.00	362.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	5	307.00	362.00	212.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	2*	9	328.67	362.00	212.00
H	WORD PROCESSING SUPERVISOR	4*	8	352.63	387.00	262.00
I	WORD PROCESSING MANAGER	3*	7	369.14	412.00	262.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	2*	2	693.50	900.00	487.00
	AVERAGE HRS/WK	37.9				
	COMPANIES RESPONDING	7				

* Small samples produce less significant data.

TRANSPORTATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	7	23	215.00	237.00	132.00
B	WORD PROCESSING OPERATOR	14	89	296.10	387.00	142.00
C	WORD PROCESSING SPECIALIST I	20	58	262.31	437.00	137.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	22	309.36	487.00	155.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	237.00	287.00	212.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	3*	4	218.50	387.00	137.00
H	WORD PROCESSING SUPERVISOR	17	20	370.15	525.00	212.00
I	WORD PROCESSING MANAGER	10	10	499.80	575.00	362.00
AA	ADMINISTRATIVE SECRETARY	3*	17	319.35	362.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	383.00	525.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	5*	5	409.60	525.00	262.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	5*	5	715.20	1,001.00	525.00
	AVERAGE HRS/WK	39.3				
	COMPANIES RESPONDING	31				

* Small samples produce less significant data.

INFORMATION SYSTEMS/PRODUCTS MANUFACTURING/SALES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	27	56	196.63	262.00	107.00
B	WORD PROCESSING OPERATOR	32	97	212.23	262.00	147.00
C	WORD PROCESSING SPECIALIST I	24	58	229.24	287.00	127.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	26	261.73	337.00	155.00
E	PHOTOTYPESETTING SPECIALIST	2*	7	309.43	337.00	212.00
F	WORD PROCESSING TRAINER	16	23	267.91	487.00	122.00
G	PROOFREADER	6	10	234.20	337.00	165.00
H	WORD PROCESSING SUPERVISOR	23	23	297.48	412.00	155.00
I	WORD PROCESSING MANAGER	17	21	421.00	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	17	49	238.51	287.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	11	278.73	487.00	175.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	3	337.00	387.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	421.50	650.00	312.00
EE	STAFF ANALYST	6	8	354.25	525.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	7	7	641.00	900.00	337.00
	AVERAGE HRS/WK	39.8				
	COMPANIES RESPONDING	73				

* Small samples produce less significant data.

OTHER MANUFACTURING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	44	94	190.48	262.00	127.00
B	WORD PROCESSING OPERATOR	64	254	214.99	312.00	137.00
C	WORD PROCESSING SPECIALIST I	60	323	220.93	337.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	35	56	261.84	362.00	195.00
E	PHOTOTYPESETTING SPECIALIST	9	18	271.72	362.00	212.00
F	WORD PROCESSING TRAINER	4*	7	287.00	462.00	212.00
G	PROOFREADER	7	8	295.50	412.00	155.00
H	WORD PROCESSING SUPERVISOR	45	56	338.41	525.00	212.00
I	WORD PROCESSING MANAGER	38	39	386.08	525.00	212.00
AA	ADMINISTRATIVE SECRETARY	26	136	219.74	337.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	22	149	247.86	412.00	175.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	6	382.83	437.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	17	18	442.72	1,001.00	262.00
EE	STAFF ANALYST	12	20	461.50	1,001.00	337.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	9	9	598.56	1,001.00	287.00
	AVERAGE HRS/WK	39.3				
	COMPANIES RESPONDING	104				

* Small samples produce less significant data.

BANKING/CREDIT AGENCIES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	78	269	177.76	237.00	107.00
B	WORD PROCESSING OPERATOR	119	398	189.04	312.00	137.00
C	WORD PROCESSING SPECIALIST I	95	266	212.26	312.00	142.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	75	124	232.02	337.00	155.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	248.00	287.00	195.00
F	WORD PROCESSING TRAINER	6	6	253.67	337.00	212.00
G	PROOFREADER	18	32	215.22	337.00	155.00
H	WORD PROCESSING SUPERVISOR	90	115	271.82	412.00	175.00
I	WORD PROCESSING MANAGER	75	81	333.42	575.00	195.00
AA	ADMINISTRATIVE SECRETARY	17	90	206.42	387.00	132.00
BB	SENIOR ADMINISTRATIVE SECRETARY	9	127	252.97	412.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	23	310.91	412.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	10	459.70	1,001.00	262.00
EE	STAFF ANALYST	10	32	377.25	525.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	8	8	527.88	900.00	312.00
	AVERAGE HRS/WK	38.6				
	COMPANIES RESPONDING	164				

* Small samples produce less significant data.

EDUCATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	44	115	177.76	237.00	107.00
B	WORD PROCESSING OPERATOR	68	184	198.61	312.00	132.00
C	WORD PROCESSING SPECIALIST I	62	173	213.41	287.00	137.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	47	86	220.77	337.00	155.00
E	PHOTOTYPESETTING SPECIALIST	17	33	213.33	312.00	155.00
F	WORD PROCESSING TRAINER	10	11	454.36	1,001.00	175.00
G	PROOFREADER	14	22	194.36	387.00	142.00
H	WORD PROCESSING SUPERVISOR	61	83	253.92	387.00	165.00
I	WORD PROCESSING MANAGER	41	46	332.93	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	17	298	277.77	337.00	132.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	158	318.01	362.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	33	316.55	412.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	18	462.94	575.00	287.00
EE	STAFF ANALYST	4*	7	451.57	525.00	287.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	15	16	549.06	1,001.00	262.00
	AVERAGE HRS/WK	38.9				
	COMPANIES RESPONDING	124				

* Small samples produce less significant data.

FEDERAL GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	50	172	184.26	237.00	137.00
B	WORD PROCESSING OPERATOR	65	304	201.42	287.00	127.00
C	WORD PROCESSING SPECIALIST I	63	296	215.56	362.00	147.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	57	118	264.65	525.00	195.00
E	PHOTOTYPESETTING SPECIALIST	5*	13	207.85	262.00	175.00
F	WORD PROCESSING TRAINER	6	8	249.50	312.00	212.00
G	PROOFREADER	18	32	247.31	387.00	155.00
H	WORD PROCESSING SUPERVISOR	62	125	313.15	650.00	165.00
I	WORD PROCESSING MANAGER	35	41	345.76	575.00	195.00
AA	ADMINISTRATIVE SECRETARY	15	177	197.99	387.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	15	65	308.72	1,001.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	53	258.00	650.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	13	416.92	650.00	287.00
EE	STAFF ANALYST	21	61	424.18	750.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	23	26	594.04	900.00	287.00
	AVERAGE HRS/WK	39.9				
	COMPANIES RESPONDING	96				

* Small samples produce less significant data.

STATE GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	19	65	182.08	237.00	122.00
B	WORD PROCESSING OPERATOR	38	189	203.22	337.00	117.00
C	WORD PROCESSING SPECIALIST I	39	136	233.44	387.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	27	42	237.12	387.00	175.00
E	PHOTOTYPESETTING SPECIALIST	10	22	240.36	387.00	155.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	5*	24	223.38	337.00	165.00
H	WORD PROCESSING SUPERVISOR	35	38	299.39	487.00	175.00
I	WORD PROCESSING MANAGER	26	26	332.23	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	11	59	240.59	287.00	122.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	78	353.08	1,001.00	155.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	337.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	332.83	437.00	262.00
EE	STAFF ANALYST	7	8	499.63	900.00	262.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	8	8	534.13	750.00	412.00
	AVERAGE HRS/WK	39.4				
	COMPANIES RESPONDING	59				

* Small samples produce less significant data.

LOCAL GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	24	55	194.02	262.00	127.00
B	WORD PROCESSING OPERATOR	41	149	211.38	312.00	142.00
C	WORD PROCESSING SPECIALIST I	34	101	227.23	362.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	23	37	244.38	337.00	185.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	2*	2	287.00	287.00	287.00
G	PROOFREADER	6	6	234.67	337.00	165.00
H	WORD PROCESSING SUPERVISOR	37	44	270.32	412.00	195.00
I	WORD PROCESSING MANAGER	18	18	382.89	525.00	262.00
AA	ADMINISTRATIVE SECRETARY	9	85	194.75	262.00	132.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	24	252.04	337.00	155.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	4	293.25	337.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	12	414.25	575.00	262.00
EE	STAFF ANALYST	5*	6	312.00	412.00	262.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	12	12	492.50	1,001.00	287.00
	AVERAGE HRS/WK	38.9				
	COMPANIES RESPONDING	66				

* Small samples produce less significant data.

INSURANCE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	115	315	166.77	262.00	117.00
B	WORD PROCESSING OPERATOR	148	619	186.47	362.00	132.00
C	WORD PROCESSING SPECIALIST I	123	382	209.18	412.00	132.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	99	135	234.16	462.00	165.00
E	PHOTOTYPESETTING SPECIALIST	29	40	[illegible]	312.00	147.00
F	WORD PROCESSING TRAINER	15	21	[illegible]	337.00	175.00
G	PROOFREADER	29	60	191.28	312.00	132.00
H	WORD PROCESSING SUPERVISOR	119	136	286.56	525.00	185.00
I	WORD PROCESSING MANAGER	79	86	365.51	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	16	78	206.04	287.00	142.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	58	249.47	312.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	7	381.71	750.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	17	17	432.00	750.00	287.00
EE	STAFF ANALYST	10	14	345.93	462.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	14	14	555.21	750.00	362.00
	AVERAGE HRS/WK	38.1				
	COMPANIES RESPONDING	185				

* Small samples produce less significant data.

INVESTMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	8	36	171.64	212.00	147.00
B	WORD PROCESSING OPERATOR	10	78	208.99	262.00	147.00
C	WORD PROCESSING SPECIALIST I	11	59	264.80	337.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	11	307.45	387.00	212.00
E	PHOTOTYPESETTING SPECIALIST	4*	232	215.56	412.00	212.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	3*	4	222.75	262.00	155.00
H	WORD PROCESSING SUPERVISOR	9	13	378.46	575.00	212.00
I	WORD PROCESSING MANAGER	5*	5	474.80	575.00	337.00
AA	ADMINISTRATIVE SECRETARY	3*	20	201.25	237.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	56	204.68	287.00	147.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	8	551.38	1,001.00	337.00
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	—	—	—	—	—
	AVERAGE HRS/WK	37.6				
	COMPANIES RESPONDING	17				

* Small samples produce less significant data.

LEGAL SERVICES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	59	101	184.17	262.00	107.00
B	WORD PROCESSING OPERATOR	86	240	205.67	362.00	112.00
C	WORD PROCESSING SPECIALIST I	90	290	250.76	437.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	68	118	272.40	387.00	165.00
E	PHOTOTYPESETTING SPECIALIST	3*	5	301.60	387.00	185.00
F	WORD PROCESSING TRAINER	4*	4	362.00	387.00	312.00
G	PROOFREADER	22	51	205.65	387.00	132.00
H	WORD PROCESSING SUPERVISOR	81	92	308.17	462.00	185.00
I	WORD PROCESSING MANAGER	37	37	364.70	462.00	237.00
AA	ADMINISTRATIVE SECRETARY	28	423	253.26	387.00	137.00
BB	SENIOR ADMINISTRATIVE SECRETARY	24	301	276.07	462.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	9	370.33	487.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	399.57	650.00	262.00
EE	STAFF ANALYST	5*	6	362.00	437.00	262.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	16	17	507.18	1,001.00	262.00
	AVERAGE HRS/WK	37.4				
	COMPANIES RESPONDING	153				

* Small samples produce less significant data.

MEDICAL CARE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	15	40	192.63	262.00	155.00
B	WORD PROCESSING OPERATOR	34	129	212.05	387.00	155.00
C	WORD PROCESSING SPECIALIST I	24	131	244.31	337.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	19	33	258.39	462.00	185.00
E	PHOTOTYPESETTING SPECIALIST	4*	7	237.14	262.00	165.00
F	WORD PROCESSING TRAINER	2*	4	276.50	462.00	195.00
G	PROOFREADER	7	9	275.67	462.00	185.00
H	WORD PROCESSING SUPERVISOR	19	23	292.78	462.00	195.00
I	WORD PROCESSING MANAGER	20	20	322.65	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	7	79	186.68	262.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	30	244.50	487.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	429.60	575.00	262.00
EE	STAFF ANALYST	4*	4	465.25	525.00	362.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	2*	2	606.00	750.00	462.00
	AVERAGE HRS/WK	39.5				
	COMPANIES RESPONDING	46				

* Small samples produce less significant data.

ASSOCIATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	10	16	181.50	212.00	137.00
B	WORD PROCESSING OPERATOR	20	62	200.11	262.00	155.00
C	WORD PROCESSING SPECIALIST I	15	25	214.08	287.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	12	239.75	312.00	195.00
E	PHOTOTYPESETTING SPECIALIST	4*	4	206.75	262.00	185.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	2*	4	243.25	312.00	212.00
H	WORD PROCESSING SUPERVISOR	9	11	337.00	462.00	262.00
I	WORD PROCESSING MANAGER	9	9	345.33	462.00	262.00
AA	ADMINISTRATIVE SECRETARY	2*	8	249.50	312.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	6	278.67	337.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	506.00	575.00	437.00
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	3*	3	583.00	900.00	412.00
	AVERAGE HRS/WK	37.0				
	COMPANIES RESPONDING	24				

* Small samples produce less significant data.

OTHER PROFESSIONAL SERVICES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	46	101	190.49	262.00	137.00
B	WORD PROCESSING OPERATOR	57	239	222.28	287.00	122.00
C	WORD PROCESSING SPECIALIST I	59	209	238.82	312.00	142.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	38	59	264.93	312.00	185.00
E	PHOTOTYPESETTING SPECIALIST	9	14	244.93	287.00	155.00
F	WORD PROCESSING TRAINER	5*	5	256.60	337.00	185.00
G	PROOFREADER	22	38	220.16	362.00	155.00
H	WORD PROCESSING SUPERVISOR	48	62	307.97	437.00	212.00
I	WORD PROCESSING MANAGER	35	37	362.89	575.00	155.00
AA	ADMINISTRATIVE SECRETARY	22	189	216.26	387.00	137.00
BB	SENIOR ADMINISTRATIVE SECRETARY	18	138	276.43	437.00	195.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	13	297.62	650.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	16	351.13	525.00	262.00
EE	STAFF ANALYST	7	13	488.15	900.00	312.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	20	21	525.33	1,001.00	262.00
	AVERAGE HRS/WK	39.6				
	COMPANIES RESPONDING	102				

* Small samples produce less significant data.

PUBLIC UTILITIES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	26	92	200.17	237.00	132.00
B	WORD PROCESSING OPERATOR	51	335	235.28	362.00	147.00
C	WORD PROCESSING SPECIALIST I	40	144	250.63	437.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	26	45	300.33	387.00	237.00
E	PHOTOTYPESETTING SPECIALIST	3*	7	297.71	337.00	237.00
F	WORD PROCESSING TRAINER	4*	4	299.50	387.00	237.00
G	PROOFREADER	18	48	263.90	362.00	195.00
H	WORD PROCESSING SUPERVISOR	42	65	381.63	650.00	262.00
I	WORD PROCESSING MANAGER	24	26	432.81	575.00	312.00
AA	ADMINISTRATIVE SECRETARY	17	115	235.10	362.00	147.00
BB	SENIOR ADMINISTRATIVE SECRETARY	13	45	329.82	900.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	42	355.19	1,001.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	501.43	750.00	312.00
EE	STAFF ANALYST	11	15	473.87	1,001.00	312.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	10	10	736.40	1,001.00	462.00
	AVERAGE HRS/WK	39.5				
	COMPANIES RESPONDING	70				

* Small samples produce less significant data.

RETAIL/WHOLESALE/IMPORT/EXPORT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	16	44	176.84	262.00	137.00
B	WORD PROCESSING OPERATOR	18	77	201.91	262.00	165.00
C	WORD PROCESSING SPECIALIST I	18	64	238.72	312.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	19	246.05	312.00	165.00
E	PHOTOTYPESETTING SPECIALIST	5*	6	232.83	287.00	212.00
F	WORD PROCESSING TRAINER	5*	7	262.00	387.00	212.00
G	PROOFREADER	6	11	227.64	287.00	165.00
H	WORD PROCESSING SUPERVISOR	12	17	276.59	362.00	185.00
I	WORD PROCESSING MANAGER	13	13	373.62	525.00	262.00
AA	ADMINISTRATIVE SECRETARY	10	163	216.44	337.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	21	256.43	362.00	195.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	6	414.33	1,001.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	518.50	650.00	387.00
EE	STAFF ANALYST	6	7	459.43	1,001.00	262.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	6	6	785.83	1,001.00	487.00
	AVERAGE HRS/WK	39.6				
	COMPANIES RESPONDING	32				

* Small samples produce less significant data.

RESEARCH/ENGINEERING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	35	71	182.87	262.00	132.00
B	WORD PROCESSING OPERATOR	58	160	214.46	312.00	137.00
C	WORD PROCESSING SPECIALIST I	51	120	235.66	337.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	35	51	257.90	437.00	195.00
E	PHOTOTYPESETTING SPECIALIST	6	16	222.44	287.00	137.00
F	WORD PROCESSING TRAINER	4*	4	280.75	312.00	237.00
G	PROOFREADER	11	20	257.40	337.00	195.00
H	WORD PROCESSING SUPERVISOR	44	53	296.58	412.00	195.00
I	WORD PROCESSING MANAGER	29	31	376.19	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	20	94	234.85	387.00	137.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	49	290.57	362.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	12	356.83	575.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	498.00	750.00	362.00
EE	STAFF ANALYST	6	7	433.57	750.00	287.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	10	10	523.60	1,001.00	287.00
	AVERAGE HRS/WK	39.4				
	COMPANIES RESPONDING	86				

* Small samples produce less significant data.

INFORMATION MANAGEMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	—	—	—	—	—
B	WORD PROCESSING OPERATOR	5*	22	216.82	312.00	165.00
C	WORD PROCESSING SPECIALIST I	3*	6	263.33	312.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	5	237.00	262.00	212.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	3*	9	234.67	287.00	175.00
H	WORD PROCESSING SUPERVISOR	2*	4	330.75	362.00	287.00
I	WORD PROCESSING MANAGER	2*	2	418.50	525.00	312.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	2*	2	312.00	387.00	237.00
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	7				

* Small samples produce less significant data.

INFORMATION SERVICE BUREAU
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	9	21	192.48	262.00	132.00
B	WORD PROCESSING OPERATOR	20	49	232.27	337.00	165.00
C	WORD PROCESSING SPECIALIST I	12	28	258.21	362.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	12	296.00	437.00	195.00
E	PHOTOTYPESETTING SPECIALIST	2*	9	230.78	287.00	147.00
F	WORD PROCESSING TRAINER	4*	4	287.00	362.00	212.00
G	PROOFREADER	7	12	185.67	212.00	155.00
H	WORD PROCESSING SUPERVISOR	11	14	318.29	525.00	212.00
I	WORD PROCESSING MANAGER	10	14	407.64	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	5*	12	225.58	262.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	253.67	287.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	274.50	287.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	2*	3	370.33	412.00	287.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	7	7	428.14	525.00	362.00
	AVERAGE HRS/WK	39.8				
	COMPANIES RESPONDING	30				

* Small samples produce less significant data.

OTHER NON-MANUFACTURING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	114	303	182.84	262.00	112.00
B	WORD PROCESSING OPERATOR	172	678	216.44	387.00	117.00
C	WORD PROCESSING SPECIALIST I	145	564	245.74	362.00	147.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	125	200	259.44	412.00	175.00
E	PHOTOTYPESETTING SPECIALIST	33	53	234.00	362.00	142.00
F	WORD PROCESSING TRAINER	14	30	243.60	337.00	185.00
G	PROOFREADER	44	67	221.61	462.00	122.00
H	WORD PROCESSING SUPERVISOR	133	225	306.44	525.00	155.00
I	WORD PROCESSING MANAGER	89	92	381.35	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	51	312	231.80	387.00	147.00
BB	SENIOR ADMINISTRATIVE SECRETARY	35	178	270.56	525.00	185.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	15	39	301.10	462.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	24	25	439.16	1,001.00	262.00
EE	STAFF ANALYST	16	80	372.66	650.00	237.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	33	34	546.56	1,001.00	237.00
	AVERAGE HRS/WK	38.7				
	COMPANIES RESPONDING	278				

* Small samples produce less significant data.

PETROLEUM/COAL/RUBBER
(Canada)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	3*	9	253.67	262.00	237.00
B	WORD PROCESSING OPERATOR	6	31	267.65	362.00	212.00
C	WORD PROCESSING SPECIALIST I	5*	37	310.65	387.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	4	330.75	387.00	312.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	2*	3	303.67	312.00	287.00
G	PROOFREADER	—	—	—	—	—
H	WORD PROCESSING SUPERVISOR	4*	7	340.57	412.00	287.00
I	WORD PROCESSING MANAGER	3*	3	541.67	575.00	525.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	—	—	—	—	—
	AVERAGE HRS/WK	35.9				
	COMPANIES RESPONDING	8				

* Small samples produce less significant data.

FEDERAL GOVERNMENT
(Canada)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	4*	8	190.50	212.00	175.00
B	WORD PROCESSING OPERATOR	7	21	219.67	262.00	175.00
C	WORD PROCESSING SPECIALIST I	5*	86	252.40	262.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	25	285.00	312.00	212.00
E	PHOTOTYPESETTING SPECIALIST	3*	15	238.67	262.00	237.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	2*	5	247.00	287.00	237.00
H	WORD PROCESSING SUPERVISOR	8	20	320.75	337.00	262.00
I	WORD PROCESSING MANAGER	6	6	439.17	575.00	337.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	4*	20	558.05	750.00	387.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	3*	4	762.75	1,001.00	650.00
	AVERAGE HRS/WK	37.5				
	COMPANIES RESPONDING	12				

* Small samples produce less significant data.

INSURANCE
(Canada)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	8	15	210.53	262.00	165.00
B	WORD PROCESSING OPERATOR	14	57	223.23	287.00	175.00
C	WORD PROCESSING SPECIALIST I	14	48	235.08	287.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	14	283.43	337.00	212.00
E	PHOTOTYPESETTING SPECIALIST	2*	7	269.14	312.00	237.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	—	—	—	—	—
H	WORD PROCESSING SUPERVISOR	12	13	342.77	437.00	237.00
I	WORD PROCESSING MANAGER	5*	5	407.00	462.00	337.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	3*	3	449.67	525.00	387.00
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	—	—	—	—	—
	AVERAGE HRS/WK	36.3				
	COMPANIES RESPONDING	18				

* Small samples produce less significant data.

OTHER PROFESSIONAL SERVICES
(Canada)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	5*	6	180.33	195.00	147.00
B	WORD PROCESSING OPERATOR	13	63	212.75	237.00	175.00
C	WORD PROCESSING SPECIALIST I	8	23	245.70	262.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	6	241.17	262.00	237.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	5*	23	205.30	262.00	147.00
H	WORD PROCESSING SUPERVISOR	7	9	259.22	287.00	212.00
I	WORD PROCESSING MANAGER	5*	5	372.00	462.00	287.00
AA	ADMINISTRATIVE SECRETARY	5*	18	242.50	287.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	13	296.62	387.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	18	299.50	337.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	6	455.83	525.00	387.00
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	3*	3	775.33	1,001.00	575.00
	AVERAGE HRS/WK	35.7				
	COMPANIES RESPONDING	13				

* Small samples produce less significant data.

RESEARCH/ENGINEERING
(Canada)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	6	12	211.08	237.00	165.00
B	WORD PROCESSING OPERATOR	7	240	214.60	312.00	212.00
C	WORD PROCESSING SPECIALIST I	6	20	247.00	287.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	7	265.57	337.00	212.00
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	2*	2	216.00	237.00	195.00
H	WORD PROCESSING SUPERVISOR	6	6	324.50	362.00	262.00
I	WORD PROCESSING MANAGER	4*	4	380.75	437.00	287.00
AA	ADMINISTRATIVE SECRETARY	3*	9	196.00	312.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	8	305.75	337.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	—	—	—	—	—
	AVERAGE HRS/WK	37.9				
	COMPANIES RESPONDING	8				

* Small samples produce less significant data.

INFORMATION SERVICE BUREAU
(Canada)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	5*	11	179.91	212.00	155.00
B	WORD PROCESSING OPERATOR	7	9	226.78	262.00	195.00
C	WORD PROCESSING SPECIALIST I	3*	4	299.50	387.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	—	—	—	—	—
E	PHOTOTYPESETTING SPECIALIST	—	—	—	—	—
F	WORD PROCESSING TRAINER	2*	2	349.50	362.00	337.00
G	PROOFREADER	—	—	—	—	—
H	WORD PROCESSING SUPERVISOR	4*	4	280.75	312.00	237.00
I	WORD PROCESSING MANAGER	3*	3	387.00	412.00	337.00
AA	ADMINISTRATIVE SECRETARY	—	—	—	—	—
BB	SENIOR ADMINISTRATIVE SECRETARY	—	—	—	—	—
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	—	—	—	—	—
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	3*	3	633.33	1,001.00	437.00
	AVERAGE HRS/WK	37.5				
	COMPANIES RESPONDING	7				

* Small samples produce less significant data.

OTHER NON-MANUFACTURING
(Canada)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	7	8	174.25	237.00	107.00
B	WORD PROCESSING OPERATOR	21	37	227.03	287.00	175.00
C	WORD PROCESSING SPECIALIST I	13	18	260.61	312.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	7	269.14	312.00	237.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	266.17	287.00	262.00
F	WORD PROCESSING TRAINER	—	—	—	—	—
G	PROOFREADER	—	—	—	—	—
H	WORD PROCESSING SUPERVISOR	10	10	337.00	412.00	287.00
I	WORD PROCESSING MANAGER	7	7	413.86	575.00	337.00
AA	ADMINISTRATIVE SECRETARY	4*	20	262.00	337.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	6	307.83	362.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	—	—	—	—	—
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	312.00	362.00	262.00
EE	STAFF ANALYST	—	—	—	—	—
J	DIRECTOR OF INFORMATION SUPPORT SYSTEMS	2*	2	550.00	575.00	525.00
	AVERAGE HRS/WK	36.6				
	COMPANIES RESPONDING	24				

* Small samples produce less significant data.

International Word Processing Association . . . A membership organization of over 11,000 professionals actively involved in information processing management, consulting, education, research, and marketing.

Association Purpose . . . to contribute to the progress of word processing methods and systems through the exchange of ideas and experiences among IWP members and the general business community.

The practical and usable membership services of IWP are:

- **MEMBER CERTIFICATE**
- **WORD PROCESSING GLOSSARY**
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- **HUMAN RESOURCES AND WORD PROCESSING**
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